

# WESTON ON THE GREEN PARISH COUNCIL

[www.westononthegreen-pc.gov.uk](http://www.westononthegreen-pc.gov.uk)

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*Chairman:* Mrs Diane Bohm

*Clerk:* Mrs Jane Mullane

29<sup>th</sup> April 2021

To: The Chairman, Diane Bohm and all other members of Weston on the Green Parish Council.

You are summoned to a Virtual Annual Parish Council Meeting and Parish Council Meeting of Weston on the Green Parish Council to be held via Zoom meeting on Wednesday 5<sup>th</sup> May 2021 commencing at 7.30pm when the following business will be transacted.

**Public Information:**

Members of the public are welcome to join the meeting and the Zoom meeting codes are detailed below:

Join Zoom Meeting: <https://zoom.us/join>

Meeting ID: 814 4260 2143

Passcode: 340956

Please contact the Clerk on [clerk@westononthegreen-pc.gov.uk](mailto:clerk@westononthegreen-pc.gov.uk) if you have any queries or issues.

Yours faithfully

Jane Mullane  
Clerk to Weston on the Green Parish Council

# AGENDA

## For Annual Parish Council Meeting to be held on Wednesday, 5<sup>th</sup> May 2021

- 21.366.1**      **To Receive** any apologies for non-attendance
- 21.366.2**      **Resolution: To Elect** a Chairman (Chair)
- 21.366.3**      **To Receive:** Declaration of Acceptance of Office for Chairman
- 21.366.4**      **Resolution: To Elect** a Vice Chairman (Chair)
- 21.366.5**      **Resolution: To Elect** a Responsible Financial Officer, RFO (Chair)
- 21.366.6**      **To Receive:** Any changes to Councillors Declarations of Interest
- 21.366.7**      **To Receive and Approve:** Minutes of the Virtual Parish Council meeting held on 7<sup>th</sup> April 2021 (Chair)
- 21.366.8**      **Resolution: To Approve** Appointment of Advisory Groups, Chairs and their Terms of Reference (Chair)
- 21.366.9**      **Resolution: To Approve** Parish Council Standing Orders 2021-22 (RW)
- 21.366.10**     **Resolution: To Approve** Parish Council Financial Regulations 2021-22 (RW)
- 21.366.11**     **Resolution: To Approve** Parish Council Donations Policy 2021-22 (RW)
- 21.366.12**     **Resolution: To Approve** Parish Council Data Protection Policy (RW)
- 21.366.13**     **Resolution: To Approve** Parish Council Social Media & Communications Policy (RW)
- 21.366.14**     **Resolution: To Approve** Parish Council Asset Register (HD)
- 21.366.15**     **To Note:** Insurance Policy is held with Ecclesiastical on a 3 year deal until June 2023, FY 2021-2022 renewal documents expected May 2021 (HD)
- 21.366.16**     **To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2020-2021 (HD)

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
11/10/2020	WotG Village Hall	Contribution towards a new fire door	£437.50	04/11/2020	20.358.12	09/11/2020
20/11/2020	St Marys Church PCC WotG	Contribution - churchyard maintenance	£563.00	02/12/2020	20.360.12	07/12/2020
23/11/2020	Chesterton PC – Great Wolf Fund	Contribution - Great Wolf Appeal Fund	£500.00	23/11/2020	20.359.4	25/11/2020
03/02/2021	Chesterton PC – Great Wolf Fund	Second Contribution - Great Wolf Appeal Fund	£250.00	03/02/2021	21.362.8	05/02/2021

- 21.366.17**      **To Note:** Councils Annual Subscriptions & Discussion over amendments for FY 2021-22 (HD)

Subscription	Amount Paid in FY 2020-2021	Amount Paid in FY 2021-2022
OALC	-	£146.16
SLCC	£144.00	-
Oxfordshire Playing Fields Association	£42.00	-
Information Commissioner Office (ICO)	-	£40.00
Community First Oxfordshire	-	£55.00
CPRE	£36.00	-
Oxford Green Belt Network	£15.00	-
WotG Village News	-	£40.00
Oxfordshire Neighbourhood Plans Alliance	-	£25.00

- 21.366.18**      **For Information:** Anticipated Parish Council non-virtual meeting dates for the following year (Chair)  
**2021:** 2nd June, 7th July, 4th August, 1st September, 6th October, 3rd November, 1st December  
**2022:** 5th January, 2nd February, 2nd March, 6th April, 4th May

# AGENDA

## For Parish Council Virtual Meeting to be held on Wednesday, 5<sup>th</sup> May 2021

**Opening:** Welcome from the Chair

**Public Participation session:** Proposed time guide: 15 minutes

**To listen** to issues raised by attendees and Councillors and to provide time for discussion

**21.367.1 To Receive** any apologies for non-attendance

**21.367.2 To Receive** any declarations of interest

**21.367.3 For Information:** Chairs comments (Chair)

**21.367.4 For Information:** Clerk report (Clerk)

**21.367.5 For Information:** Technology Advisory Group report (James Henderson)

**21.367.6 For Information:** Update on footpath from Southfield Farm development (DB/NM)

**21.367.7 For Information:** Affordable Housing update (DB)

**21.367.8 For Information:** Neighbourhood Plan update (DB)

**21.367.9 Resolution: To Approve** the following invoices for payment (HD)

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2020-21 Budget Line
188	Cherwell District Council	Dog litter bin emptying x4 (winter period)	£240.56	Works-General/Dog litter bin emptying	£1,080.00
189	Oxford Edens	Grass cutting 09/04/21 (playground & stocks/Ben Jonson)	£150.00	Works-Grass Cutting/Village grass cutting - contractor	£2,500.00
190	Diane Bohm	Neighbourhood Plan Referendum Printing Costs 1	£442.16	NP/Referendum preparation costs	£2,000.00
191	Diane Bohm	Neighbourhood Plan Referendum Printing Costs 2	£22.70	NP/Referendum preparation costs	£1,557.84
192	Clerk (J Mullane)	No Cold Calling Zone Project Leaflets & Posters (Instant Print)	£73.99	COMF Grant Funding	£-
193	Signway Supplies	Supply & installation of 20mph speed limit signs Church Rd/Church Lane/Bletchingdon Rd	£2,215.34	Traffic/Traffic calming initiatives	£5,000.00

**21.367.10 For Discussion:** Discuss and agree recommendations from the Planning Group (HD)

**21.367.11 For Information:** Works update including weir (RSA)

**21.367.12 For Information:** Traffic Advisory Group update (NM)

**21.367.13 For Information:** Feedback from training courses - Finding New Councillors and Leadership Skills (DB)

**21.367.14 For Discussion:** Next Parish Council meeting date and location – 2<sup>nd</sup> June 2021, 7.30pm (Chair)

**21.367.15 Resolution: To Approve** the empowerment of the Clerk or RFO, in consultation with the chairman, vice chairman and appropriate relevant Councillors, to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Delegation is proposed to take effect if the Council suspends meetings due to circumstances outside of its control up to 21<sup>st</sup> June 2021, at which point the action shall be reviewed (Chair)